

Progress Report
Initiative to Transition the AAEP to a Community-Based
Management and Governance Structure and Strengthen the
Mayor's Council on African American Elders

March 1 through March 31, 2004

Project Background

The Mayor's Council on African American Elders (the Council) and the Seattle Human Services Department, Aging and Disability Services (ADS) initiated the AAEP project in September 2003. The primary goals are to strengthen the Council through effective member recruitment and retention and to develop a plan for the transition of the AAEP to a community-based management and governance structure. The timeline has been extended to April 30, 2004. This report provides progress on project goals for the period February 1 through February 29, 2004.

Key Objectives and Activities

1. Clarify the goals and objectives of the project.
2. Convene a diverse Steering Committee for the Transition Project.
3. Hold regular Steering Committee meetings.
4. Brief executive sponsors, partners and key stakeholders on progress of the project.
5. Draft a comprehensive description of the AAEP, including services and service model.
6. Secure statements of support for project from Executive Sponsors.
7. Develop a plan for the Mayor's Council development and member recruitment.
8. Improve internal and external communications with and among stakeholders.
9. Design and implement a process for securing broad community input on the AAEP transition and related issues.
10. Collect and analyze community input data and draft a summary report.
11. Develop criteria for selection of a nonprofit affiliate agency.
12. Develop screening criteria for potential affiliate organizations.
13. Develop preliminary list of potential affiliates.
14. Select and interview nonprofit candidates for affiliate organization.
15. Develop contract with affiliate to for AAEP transition.

Accomplishments for the Period

1. Held three Design Team meetings to keep the project on track, identified and resolved issues and concerns and developed strategies to get around barrier to moving the project forward.
2. Completed the collection and analysis of community input initiative data, including the community survey.
3. Drafted the summary for the community input initiative.
4. Briefed the Mayor's Council on African American Elders on the results of the community input initiative.
5. Completed the progress report for the period February 1, 2004 through February 29 2004.

6. Drafted a process for identifying and selection a nonprofit organization to be the Affiliate for the African American Elders Project.
7. Transferred oversight of the AAEP Transition Project from the Steering Committee to the MCAAE.

Key Next Steps

Over the next month, the Design Team will focus on the following issues and activities:

1. Provide project update and briefing for all Executive Sponsors and other key individuals.
2. Provide regular project updates for partners, staff and stakeholders.
3. Distribute the draft report to a cross-section of individuals who participated in the initiative for comments and feedback.
4. Update the summary report with feedback from interested parties.
5. Develop strategies to formally release the report.
6. Summarize, analyze and draft a summary report of the community input initiative.
7. Identify and screen potential affiliate nonprofit agencies
8. Request and review organizational information from "screened in" agencies.
9. Select and site visit 3-4 agencies and rank the group.
10. Recommend agency for approval of HSD Director.
11. Initiate contracting process of the affiliate nonprofit agency.
12. Draft Final Project Plan

Summary and Highlights

During the month of March, the primary focus of the project was analyzing and summarizing the extensive feedback gathered by the Design Team. Members of the Design Team facilitated and otherwise participated in four focus group sessions including the following: 1) elders 75 years, 2) caregivers, 3) Human Services Department staff and 4) intergenerational. Global Consulting interviewed nine key informants about the needs and availability of services for African American elders in Seattle and South King County. The key informants included experts in aging, former members of the MCAAE, and political and community leaders.

Eighty-seven individuals shared their views and perceptions about the needs and availability of services for African American elders. Forty-three (43) individuals from Seattle, South King County and other areas responded to the community survey. Nine (9) agreed to be interviewed as a key informant and 35 participated in focus group sessions. The responses and feedback from participants provided a rich body of information that will be very helpful in charting the immediate and long-term future of the AAEP.

The review and analysis of this impressive data is summarized in the "*Final Report: Community Input on the Needs of African American Elders in Seattle and South King County.*"

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The Design Team initiated the search process for a nonprofit agency with the interest, passion and capacity to take on the AAEP. The team designed a recruitment and selection process that includes selection criteria developed by the Steering Committee. In brief, the process has four basic steps: 1) identify potential candidates, 2) pre-screen potential candidates using objective criteria, 3) determine capacity of organizations by requesting organizational information, 4) analyze organizational information and rank candidates, 4) Conduct site visit of top 3-4 candidates, and 5) Select agency using established criteria. Currently agencies are being requested to provide organizational information.

In summary, the most significant project outcome for March is the completion of the summary report for the community input initiative. With this work completed, the Design Team can focus on the final phase of the project, the selection of the affiliate agency.

Global Consulting
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